

MINUTES
FEDERAL EXECUTIVE COUNCIL POLICY COMMITTEE MEETING
DECEMBER 5, 1991

Attending:

Ken Sawyer, IRS (Chairman)
Jess Davis, OPM
Dale Lewis, Tinker AFB
Bill Pogue, U.S. Savings Bonds
Art Beeler, Bureau of Prisons
Ed Gardner, HUD

1. Because of his upcoming transfer to Washington, D. C., Art Beeler tendered his resignation from the Policy Committee. Jess Davis agreed to chair a committee to determine those individuals who would be interested in filling Art's unexpired two-year term.

2. Ken Sawyer agreed to contact Mac McClure to determine who is next in line as Chairman of the CFC.

3. Ken Sawyer passed out copies of the FEC By-Laws and Article 5, Section 4 dealing with the responsibilities of the Policy Committee was discussed. Mr. Sawyer shared his perception that during the past two years Mac and Jess did a truly outstanding job of reorganizing the FEC, establishing committees, and getting the FEC involved in activities that meet the intent and purpose for our existence as a Council. He further indicated he had perceptions to share relative to the workings of the various committees which he would like to have validated by the Policy Committee.

Federal Personnel Committee - Chairperson, Chuck Huerta, one of our more active committees. Areas of emphasis include improving agency interest, resource sharing, improving attendance. Chuck is looking for support and direction from the Policy Committee.

Federal Image Committee - Chairperson, Steve Gentling, momentum suffered somewhat in Steve's absence. Areas of emphasis include community support, social activities, brochure/speakers bureau. Question - too many irons in the fire?

Civil Rights Committee - Chairperson, Troy Grigsby, just getting off the ground - emphasis area is special emphasis programs.

Awards Committee - Excellent effort by Jess - need new Chairperson.

CFC Committee - Super job by Mac - need new Chairperson.

Education Committee - Chairperson, Art Beeler - area of emphasis includes training, analysis and pursuit of school survey results, surplus property to school districts - need new Chairperson; concern expressed by Chair re lack of direction from Policy Committee.

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Mr. Sawyer voiced his concern that without oversight, focus and support from the Policy Committee, the committees would drift, interest would wane, and nothing substantive would result. Mr. Sawyer's perceptions were validated by the Committee and a discussion then ensued as to what should be the role of the Policy Committee. Dale Lewis indicated that with the funding concerns each of the agencies are experiencing, maybe now was the time to refocus the thrust of FEC initiatives. Dale led a discussion of potential areas of emphasis which included shared training facilities, procurements, etc. As a result of this discussion, the Committee decided to go back to the membership at the December meeting and share our concerns re focus areas and the fact that we will be sending out a survey asking for their input. Once the interest areas are secured, the Policy Committee will address via assignments to existing committees or formation of new committees.

FEDERAL EXECUTIVE COUNCIL
POLICY COMMITTEE MEETING
February 5, 1992

Attending: K. J. Sawyer, FEC Chairman
Mary Johnsen, Social Security Administration
H. C. McClure, Federal Aviation Administration
Dale Lewis, OC-ALC, Tinker AFB
Steve Gentling, VA Medical Center
Aletha Futtrell, WELL (FAA)

Survey Results - Mr. Sawyer reported a survey had been sent to Council members requesting their recommendations as to which FEC committees should be continued and the areas in which they should be involved. Fourteen responses had been received and a summary of the responses and comments was furnished to the Council members. There was no clear-cut feedback in the responses as to which areas should be emphasized.

Mr. Sawyer asked the Policy Committee to review the survey results and share them with the various committee chairpersons. He also suggested and it was agreed that the committee chairpersons meet with the Policy Committee at the next meeting to discuss and reach an agreement on what the areas of emphasis will be.

Cooperative Asset Support Unit (CASU) - Steve Giroux, IRS, and Richard Campbell, VA, gave an overview of CASU and briefed the Committee on the potential benefits to Federal agencies in the Oklahoma City area. Steve, Richard and Jess Davis, OPM, had attended several meetings with CASU representatives during the past several months. There are many areas, such as training, procurement and employee assistance, in which resources could be shared between agencies.

Dale Lewis agreed to provide the coordinator for CASU, as a collateral duty. The first areas of emphasis will be training and personnel. He will make a presentation to the FEC at the February 19, 1992 meeting.

Speakers for FEC Meetings - A discussion was held concerning the need to increase participation and interest in the FEC. One suggestion was to ask a Congressman or Senator to speak at a meeting once a quarter. Dr. McClure will contact Senators Nickles and Boren to find out if one of them would be available to speak at the April 15, 1992 meeting.

The next Policy Committee Meeting will be on April 1, 1992, at 10:00 a.m. in Room 2307, Federal Courthouse, 200 NW 4th Street.

Distribution:
Policy Committee Members

FEDERAL EXECUTIVE COUNCIL SURVEY

AREAS OF EMPHASIS

Instructions: Listed below are the current FEC Committees and their areas of emphasis. Please indicate with a yes or no response whether or not the Committee or the areas of emphasis within that committee should be continued. In the space indicated, please reflect "other" areas in which you feel the committee should be involved. In the section devoted to resource sharing, please reflect areas you are interested in and give us your thoughts relative to other areas where resource pooling would be of benefit.

	<u>Yes</u>	<u>No</u>	<i>No Resp</i>
<u>Image Committee</u>			
Community Activities	<u>14</u>	<u>0</u>	
Social Activities	<u>5</u>	<u>7</u>	<u>2</u>
Media Affairs	<u>8</u>	<u>4</u>	<u>2</u>
Other Areas - List _____			

<u>Personnel Committee</u>			
Conduct Agency-wide Training	<u>13</u>	<u>1</u>	
Other Areas - List _____			

<u>Education Committee</u>			
Surplus Equipment Distribution - Schools	<u>9</u>	<u>4</u>	<u>1</u>
Coordinate Programs in Schools	<u>9</u>	<u>4</u>	<u>1</u>
Other Areas - List _____			

<u>Awards Committee</u>			
Employees of the Year Recognition	<u>11</u>	<u>3</u>	
Other Areas - List _____			

FEC SURVEY - AREAS OF EMPHASIS

	<u>Yes</u>	<u>No</u>	<i>no response</i>
<u>CFC Committee</u>			
Coordinate Campaign	<u>12</u>	<u>2</u>	
Other Areas - List _____			

<u>Savings Bonds Campaign</u>			
Coordinate Campaign	<u>12</u>	<u>2</u>	
Other Areas - List _____			

<u>Civil Rights Committee</u>			
Coordinate Special Emphasis Programs	<u>14</u>	<u>0</u>	
Other Areas - List _____			

<u>Resource Sharing</u>			
Child Care	<u>6</u>	<u>2</u>	<u>6</u>
Training	<u>10</u>	<u>0</u>	<u>2</u>
Employee Health	<u>8</u>	<u>1</u>	<u>5</u>
Incineration	<u>7</u>	<u>3</u>	<u>4</u>
Employee Assistance	<u>9</u>	<u>3</u>	<u>2</u>
Building Maintenance	<u>3</u>	<u>5</u>	<u>6</u>
Other Areas - List _____			

COMMENTS FROM FEC SURVEY ON AREAS OF EMPHASIS

Image Committee:

Social Activities -

--Probably sponsor 2 or 3 major activities each year.

--I don't know what the committee does in this area.

Personnel Committee:

Other Areas -

--Distribute Vacancy lists and announcements.

--Assist in the placement of displaced employees.

--Put out info to the public on how to obtain Federal employment.

Education Committee:

Other Areas - Adopt-A-School

CFC Committee:

Other Areas - Research other charities that employees might want to donate to other than United Way. (I just saw a news special on this - it's being done with corporations.)

Savings Bond Campaign:

Coordinate Campaign - Answered Yes and No - Feel this should be coordinated/ supported but don't see the need for "committee".

Civil Rights Committee:

Other Areas - Share information, as clearinghouse, of qualified minorities for upper level positions.

Resource Sharing:

Building Maintenance - We are in private space and really don't have much to say about building maintenance.

Other Areas

--Large volume procurement--such as photocopy contracts, PC paper, etc.

--Contract for small generators with hazardous waste-disposal.

--Parking - impact the system so that it is less political.

FEDERAL EXECUTIVE COUNCIL
POLICY COMMITTEE MEETING SUMMARY
April 1, 1992

Attending:

K. J. Sawyer, FEC Chairman (IRS)
Mary Johnsen, Social Security Administration
H. C. McClure, Federal Aviation Administration
Ed Gardner, Housing & Urban Development
Steve Gentling, VA Medical Center
Jess Davis, Office of Personnel management
Dale Lewis, OC-ALC, Tinker Air Force Base

CASU Printing - Dr. McClure introduced Bill Irwin and Bob Burns, FAA. Mr. Burns is the Chief, Printing and Distribution Branch at MM Aeronautical Center. Sixty-one agencies/offices in the metropolitan area were surveyed as to their interest in the printing program. Fourteen of those expressed an interest. A presentation was made to the Committee on what is available through the MM Aeronautical Center for both in-house and contract printing for FAA and for other government agencies. Some of the advantages would be utilization of the expertise available and the savings on printing costs.

A decision was made for the Center to continue to work with the 14 agencies which are interested in the printing program. Procedures will be established and a presentation will be made at the June 17, 1992 Federal Executive Council meeting.

CASU Training - Mr. Lewis informed the Committee there were only 12 people at the March 26, 1992 training session. The Committee members expressed their appreciation for the effort Chuck Huerta had made to get the Interagency Training Consortium started and want him to continue with his efforts.

CASU Computers - Mr. Lewis advised that the Tinker Data Services Center has a tremendous computer capability and some of the areas where other agencies could benefit by taking advantage of this capability are maintenance contracts, vendors, and software contracts. Mr. Lewis and FAA will prepare a presentation for the June 3, 1992 Policy Committee Meeting.

Committees and Subcommittees - After discussion, the Committee decided the following on committees and subcommittees: Image Committee - continue; Federal Employees Care - continue; Social Activities - discontinue; Media Affairs - discontinue (function will be a part of the Image Committee); Education Committee - discontinue (function will be part of the Civil Rights Committee); Civil Rights, Federal Women's Council and Federal Black Program Council - continue; Federal Personnel Council - continue; Savings Bonds - discontinue; Awards - continue; CASU - continue; CFC - continue.

Statewide FEB - Mr. Gentling inquired as to the status of a statewide FEB. No action is being taken at this time because of the funding problem. Mr. Sawyer will speak at the Tulsa FEA in June and will discuss a statewide FEB. It was suggested that the minutes of FEC Meetings be sent to the Tulsa FEA.

Distribution

Policy Committee Members

FEDERAL EXECUTIVE COUNCIL
POLICY COMMITTEE MEETING MINUTES
JUNE 4, 1992

Attending:

Ken Sawyer, Chairman (IRS)
Mary Johnsen, SSA
Bill Pogue, US Savings Bonds
Chuck Huerta, OC-ALC
Dale Lewis, OC-ALC
Mac McClure, FAA MM Aeronautical Center

Tinker Data Services Center CASU Initiative - Colonel Randy Lee introduced John Shannon who briefed the Committee on the capabilities of and services provided by the TDSC (1985th Communications/Computer Services Group). The TDSC was chartered to take on the workload of other government agencies and provide a Fee-for-Service program. Some of the services available are: computer operations, software development/maintenance, software and hardware processes, and maintenance contracts. Computer operations are available 24 hours a day, 7 days a week, with \$50 million worth of computers and a total budget of \$38,530,500. The hardware resources range from the largest to state-of-the-art Unisys capability. Federal Information Processing Equipment (FIPE) management - 45,000 pieces of hardware, \$110 million value, 850 customers worldwide, \$4 million available in maintenance contracts; lead time - to modify existing contracts, 5 to 14 days, for new procurements - \$25,000, 30 days. Type of hardware covered - mainframes, minis, workstations, PCs and communications. The Fee-for-Service program is available to any federal agency and customers outside the federal government, with 136 remote sites worldwide and support of almost 13,000 terminals. TDSC workload growth has been substantial, personnel and support has gone down, and the number of terminals has increased from 240 to nearly 13,000.

Communications services available - telecommunications, local area networks (LANs), PC networks, access to FTS 2000, billing, authorization cards, 1-800 service, consultation for telecommunication needs, translations on AT&T equipment, integrated services digital network, voice and digital single telephone line, digital switching system, 240 ports, etc. LAN provides data, video, voice and graphics. Some of the advantages of using TDSC: skilled civilian staff, large baseline workload, stable rates, competitive pricing, and customer orientation.

The Committee discussed the overlap of contracts for data services and the availability and capabilities of the TDSC, which need to be used. A motion was made and approved to have the TDSC representatives make a presentation at the June 17, 1992 Federal Executive Council Meeting.

CASU - Chuck Huerta reported the next National CASU Board of Directors' meeting will be held on June 16, 1992. The Board has asked for a formal proposal from the Oklahoma City FEC to become an official CASU. He had prepared the proposal and gave copies to the Committee members. The proposal has a multi agency approach with the areas of training and data services and communications highlighted. The proposal will be sent to the FEC membership with a letter from the Chairman. The head of each agency interested in the CASU program will be requested to sign the CASU Memorandum of Agreement and return it to Mr. Huerta.

The training program has been cost effective and is working well, with a benefit of over \$200,000 by the end of the year. The ITC identified a need for training on briefing techniques, which will be done with IRS providing the tapes, and FAA and Tinker providing the instructors. The per class savings will be \$12,500.

The printing program has run into difficulty with the Government Printing Office. Mr. Huerta will meet with representatives of the agencies concerned to discuss the issue.

Mr. Lewis and Mr. Huerta proposed that OC-ALC fund a position in order to establish a Federal Executive Board in Oklahoma City. Discussed the need for someone to fill the position of administrator, available space and location, and clerical support. The Committee agreed to go forward with establishing a Federal Executive Board once Mr. Lewis has obtained General Spiers' approval to fund the position.

No Shows at FEC Meetings - The Committee agreed that an attempt should be made to collect the cost of the meal from those who make reservations and do not cancel the reservation or attend the meeting.

Distribution:
FEC Policy Committee